PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

To all new users of PACER:

Thank you for registering for the Public Access to Court Electronic Records(PACER) service. PACER is a service provided by the federal judiciary. I hope you will find PACER beneficial. Listed below are answers to common questions to help you get started. If you have any other questions about PACER, please call the PACER Service Center at (800) 676-6856.

Ted Willmann
PACER Service Center Manager

What is in my PACER starter package?

Login and Password

Your login and password are found on the first page of the introductory correspondence sent by the PACER Service Center. Your login consists of two alpha and four numeric characters (i.e., aa0001). Your password consists of eight combined alpha and numeric characters. **Your login and password should always be entered in lowercase.**

Court Modem Numbers and Settings

The second part of the introductory correspondence is a listing of modem numbers with the correct modem settings for each court you have registered to access.

User Manual

The user manual contains information that will be helpful while you are using PACER. Please refer questions pertaining to information in the manual to the PACER Service Center at 800-676-6856.
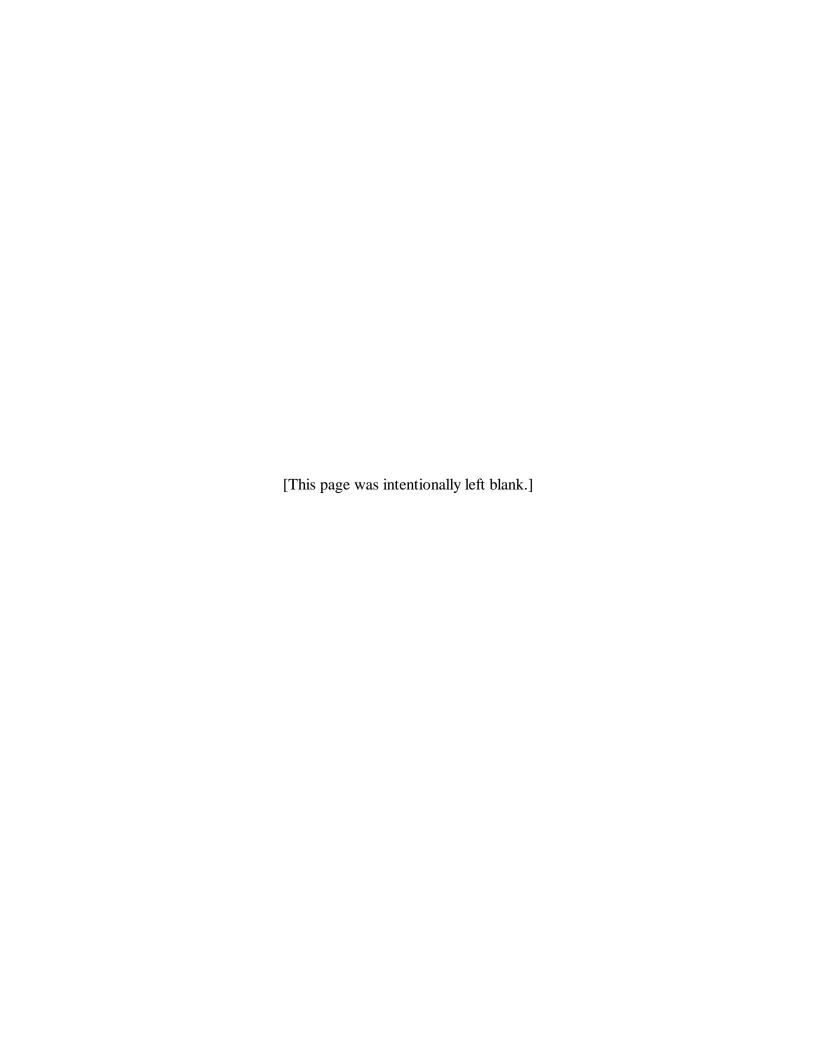
How do I dial a court?

The first step to dialing a court is to become familiar with your communication software package. Most communication software packages have two dialing options. You may manually dial a court by using your communication software's manual dial option. This will require you to enter the court's modem number and settings each time you dial. The PACER Service Center recommends establishing a dialing directory with each court's modem number and settings. This will enable you to more efficiently utilize the PACER system.

Most PACER systems are set for 8 data bits, 1 stop bit, and no parity with VT100 terminal emulation. Flow control should be set to RTS/CTS or none. Your software must be set to these parameters. However, a few PACER systems require pcAnywhere software. For those courts that require the use of pcAnywhere, you must use a terminal emulation of pcAnywhere. The courts you have registered for that require pcAnywhere have been notated on page two of the introductory correspondence.

If you need help manually dialing a court or setting up a dialing directory, you will need to refer to your communications software manual for instructions.

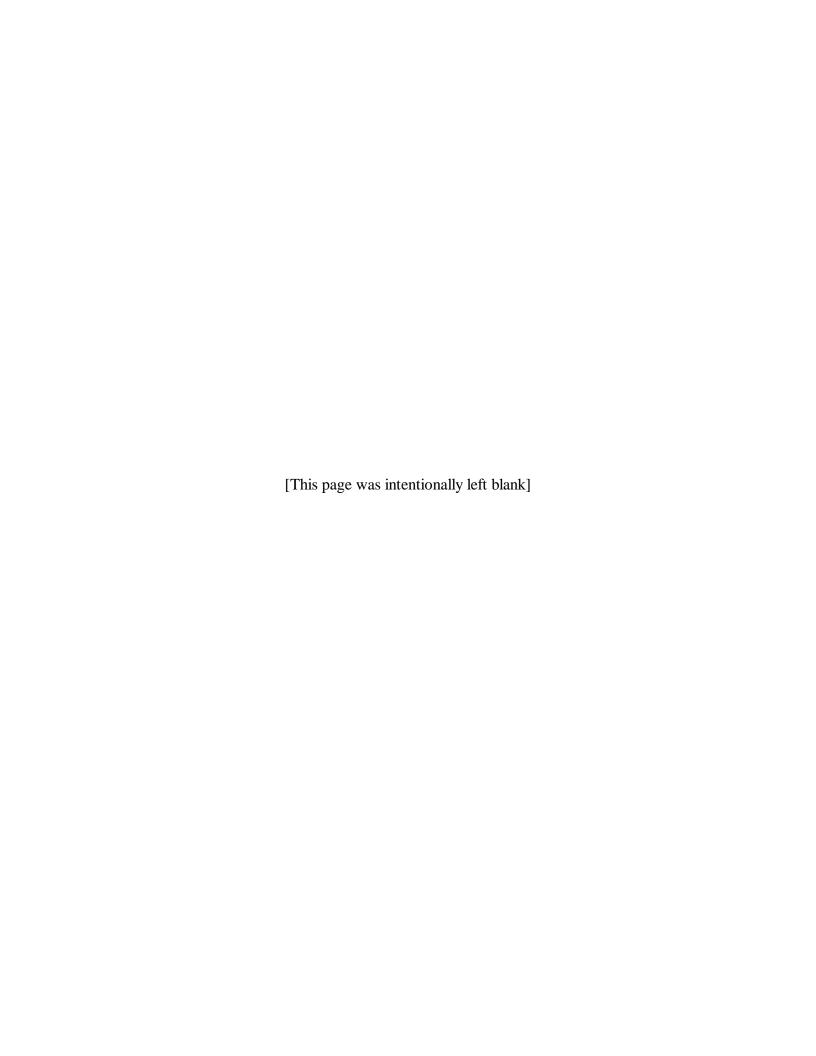## One last helpful hint before you get started.

If you dial a 9 (or other code) to get an outside line, or a long distance code for dialing long distance numbers on your telephone, you may also need to do so when dialing through your modem (i.e., 9,18002140847 or 12123856005,code). Use the comma key for a pause.

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PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

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USER MANUAL

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1. ELECTRONIC PUBLIC ACCESS

1.1   Introduction

The Federal Court system has services and technologies designed to provide people outside the court (the "public") with easier and better access to court information.[1] In cooperation with the United States Courts the Federal Judicial Center (FJC)[2] designed an electronic public access system called PACER (Public Access to Court Electronic Records). There are two distinct and separate PACER services: one for the U.S. District Courts and the second for the U.S. Bankruptcy Courts. The method of accessing and querying for information from the two services is comparable; however, users must dial different telephone numbers, and the format and content of information provided differ. Some bankruptcy courts have locally developed PACER service (such courts are considered "NIBS" courts).[3]

Federal circuit courts are offering electronic public access through ABBS (Appellate Bulletin Board System). ABBS is a nationally standard appellate bulletin board designed to bring you appellate court decisions (slip opinions) and other court information such as court oral argument calendars, case dockets, local bar rules, notices and reports, and press releases.

These systems allow the use of a computer and modem to dial into the court, connect to a special public information computer, and request information about a case. The system can provide lists of cases, searched by name, as well as a comprehensive electronic summary record of any case. This information can be saved on a computer, or may be printed immediately. Without visiting the court, a user can obtain case and party information.

The system is useful when you need quick, accurate information about current federal cases. You can:

- Track updates to a case of interest -- the user can check if anything has happened to one or perhaps several cases you are tracking.

- Obtain a printed summary of a case -- the user can retrieve the public summary record of a typical case.

- Listing of recently docketed events -- the user can review any recent docket entries to any case with recent docket activity.

- Research case involvements by name -- for example, the user can search for all the cases where "ABC Manufacturing" is a litigant.

- Obtain slip opinions as soon as they are available to the public -- (appellate courts only)

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[1]   A complete listing of available electronic public access services and telephone numbers is attached.

[2]   The Federal Judicial Center, Innovations & Systems Development division, developed PACER as part of their mission to further the development and adoption of improved judicial administration in the federal courts.

[3]   "NIBS" stands for National Integrated Bankruptcy System. Accessing information in NIBS is different that accessing a bankruptcy court offering the standard PACER application, thus a separate section is provided in this manual covering the basics of NIBS public access.

1.2   What Is Needed

The user will need the following items to access this system. If there is a problem with your in-office equipment and software, contact your equipment vendor (the court cannot provide assistance).

1. Computer -- A computer allows the user to save downloaded data (case information) onto a disk for later review, printing, or even editing (such as with a word processor). You must also have a computer to run some type of communication software.

2. Printer -- A printer is indispensable for obtaining a "hard copy" of the information you received. It is much easier to read a printed version, and it can serve as a file document for later reference.

3. Modem -- Currently 2400, 9600 or faster baud modems are acceptable. Use the fastest speed possible. It makes the system easier to use, particularly for downloading large docket reports.

1.3   Technical Specifications

Most PACER systems are set for 8 data bits, 1 stop bit and no parity with vt100 terminal emulation. Other than that, it is pure ASCII. If you experience problems running at the standard settings try switching them to 7 bits, 1 stop bit and even parity. A few courts use these settings.[4]

1.4   Capturing Information

The easiest method to access the system is to set the communications software to perform a continuous save to disk[5] during the entire session. When the session is finished, it is possible to edit the saved file (if necessary) and print it out for review and reference. If desirable, a user may begin the save-to-disk only after selecting a case to obtain information (but before the report (y/n) question is answered). In this way, the reports(s) can be saved in a file, so the user will not have to edit the extraneous lines later. For downloading slip opinions[6], see the ABBS section of this manual.

If using a **printing terminal**, a printed version of the entire session will be produced. Often, a **dumb terminal** can also be set to do a continuous print. Either way, this provides a paper copy of the session which can be read and perhaps filed for later review.

1.5   Printing

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[4]   In the attached <u>Directory of Electronic Public Access Services</u>, each court is listed along with modem numbers and modem settings.

[5]   For example, in Crosstalk this is called "capture to disk" and can be invoked by pressing "ESC" followed by "ca filename" and a return. See the terminal emulator software manual for instructions.

[6]   While using ABBS, this method of screen capture will not work for slip opinions. You must download slip opinions to your computer before they can be viewed.

All hardware-specific codes have been removed from the output sent to the screen. This has the advantage that no matter what sort of printer or terminal/computer used, there should be few problems printing the report. Note that form-feed codes (CTRL-L) are used to separate the pages. Often this will automatically advance your printer to the next page, which is just what is desired. If not, you can edit and paginate as necessary, using any editor or word processor.

The output is formatted for 80 columns so a printer will be needed that can handle output at least that wide. Pagination is designed to be suitable for standard 11-inch paper, so this will probably work with printer being used "as is".

1.6   Information Currency

The PACER System runs on a computer which is separate from the main court computer. While this allows the courts to offer public service without slowing down the court operations (and offers the potential to expand public service in the future), it does have a slight penalty in information currency. The inquiry computer is updated from the host computer once a day. This update will include all changes made the previous day, and will normally be done early in the morning.

Case filings and updates to the docket will typically not appear on the PACER system until the day after they are entered on the main court computer. Of course, technical difficulties may cause delays which are somewhat longer. If there is any major problem with information currency, a message will appear on PACER when first signed on.

1.7   Cost

The U. S. Congress has given the Judicial Conference of the United States, the judicial governing body for the U.S. Federal Courts, authority to impose user fees for electronic access to case information. All registered agencies or individuals will be assessed the charge of $.60 per minute of access time. PACER billing begins upon a successful login and fees accrue until the session is terminated by the user or there is an abnormal exit. An abnormal exit is defined as turning off the modem in mid-transmission, losing the carrier, etc.

1.8   Billing

The PACER Service Center sends quarterly statements. The statement will be broken down by court and individual login with a client code, time in, time out, and total time for each transaction (Please note, the client code will not appear on the bill unless the user enters it at the beginning of each session).

For your convenience, the PACER Service Center accepts payment by VISA, MasterCard, and check. To make payment by credit card please contact the PACER Service Center at 800-676-6856 and provide a customer service representative with the following information: login, credit card number, and expiration date. If you make your payments by check, please include your login on the check to ensure that payment is posted to the correct account. Mail payment to: PACER Service Center, P.O. Box 277773, Atlanta, GA 30384-7773.

If you believe there is an error on your statement, please write to the PACER Service Center, P.O. Box 780549, San Antonio, Texas 78278-0549. All requests for credit must be submitted in writing. In your correspondence, provide us with your name, account number, and the dollar amount of the suspected error(s) together with a copy of the portion of the statement in question highlighting the disputed amounts. Please provide a reason for each credit being requested. When the PACER Service Center receives your request you will be contacted by a representative.

1.9   Time Limits

There is an "idle time" limit (how long the user can just let it sit there before it complains) as well as a "session time" limit (how long the session can last).

Session lengths vary as determined by the court. Permission to re-dial the service is allowed if more time is necessary. In addition, the system will not allow a user to "do nothing" for over a predetermined time by the individual court. A warning will be displayed when a limit is approaching.

1.10   Hot Key Exit

For all courts except those identified as NIBS courts, the <Ctrl X> combination will exit the system immediately. The <Ctrl X> key combination should work at all points within PACER.

1.11   Other Limits

Other limits on what is available from this system may be possible as designed by the court. Also, there are limits built in as to the maximum number of people and cases allowed to be matched at one time. This should not be a problem, if a fairly complete name is entered and searching extremely common litigant names is avoided.

1.12   Access Sign Up

In order to access the PACER system, contact the PACER Service Center to register and receive a login/password for the system.

1.13   When?

Dial-in to access electronic information is virtually around-the-clock. Normally there are several telephone lines available on an automatic rotary so busy signals should not be a problem.

1.14   PACER Service Center Electronic Bulletin Board

A PACER Service Center electronic bulletin board has been established. This new service (800 214-0847) available at no charge allows existing PACER registrants to dial in 24 hours a day, 7 days a week (your PC software should be set for 8 bits, no parity, 1 stop bit and RTS/CTS or NONE for flow control using 2400-baud modems or faster; 9600 baud modems must be V.32 compatible).

PACER Electronic Bulletin Board User Options

Listed below are the options available on the PACER Service Center BBS.

1) List PACER Service Center Affiliated Courts

This option provides un updated listing of courts serviced by the PACER Service Center, the modem numbers and settings. You may view, print, or download this listing.

2) Register With Another Court

This option allows you to register for additional courts online. You can access added courts in 24-48 hours.

3) Review Billing History

You may review current or prior year billing history for all courts nationwide. You may review past statements or current transactions. Transactions will be posted to the BBS by the 15th of the following month. Transactions may be sorted and totaled by client code or court.

4) Court Status Information

This option provides information regarding the current status of PACER Service Center affiliated courts(i.e., down-time, new modem number, etc.).

5) Account Balance

This option provides the current account balance, last payment amount, and date payment was received.

6) Change Password for All Registered Courts

This option allows you to change your current password to every court you are registered to access. The new password is effective in 24-48 hours.

7) Change Password Into Bulletin Board

Use option number 6.

8) Message Center

You may send messages (i.e. comments, suggestions, questions, etc.) to the PACER Service Center personnel.

9) General Information and Bulletins

This option provides general information or announcements regarding the PACER service.

10) Download PACER Service Center Documents

This option allows you to view, print, or download documents, manuals, or user guides containing information regarding accessing PACER.

11) Basic Troubleshooting for PACER

Answers to common questions or problems are provided.

12) Court Registration Information

You may view, print, or download a list of courts you are currently registered to access.

13) Request Enhancement or Modification to the PACER System

This option allows you to download a form to provide ideas or suggestions on how to improve the PACER System.

2. PACER - U.S. DISTRICT COURTS

2.1   Understanding Case Numbers

The district court uses four-part numbers. A typical case number is as follows:

"1:88cv12345"

1:	88	cv	12345
(Office	(Case	(Case	(Case
Number)	Year)	Type)	Sequence)

If a court has more than one office (divisional offices), there will be an office code of 1.2.3 for each division. All cases opened in a given year have the last two digits of the year as the second part of the case number. Next is the type, here "cv" for a civil case. Finally, there is an ascending sequence number, here "12345". All four parts of the case number are needed to uniquely identify a case in the court.

Fortunately, if the case type or office is omitted on the PACER system, it will display all cases which match the year and number entered. The correct one can then be selected from the list shown.

2.2   Understanding Docket Reports

If the user is not familiar with the docket reports, it may take a moment before the format is recognized. These reports were designed to be the official record of a case, primarily used by individuals intimately familiar with the format. In most courts you may access civil as well as criminal docket reports.

The typical docket report contains information obtained from the a Civil Cover Sheet submitted by the plaintiff for each civil complaint filed. The parties and counsel for each party, including an address and telephone number, appears on the first page of the docket report.

Following a list of the participants in a case, a page break (using CTRL-L formfeed) starts a fresh page for the listing of events in the case.

Additional features of the docket report include

Docket as of... -- this is the date and time the report was processed on the court's main computer. If no recent updates have been made to the case, this date may be quite some time ago since it has not been necessary to reprocess the report when no updates have occurred.

Nature of Suit: -- refer to the Civil Cover Sheet list for a complete explanation of the various codes used here. Major categories include

110-195	Contracts	610-690	Forfeiture/Penalty
210-290	Real Property	710-790	Labor
310-385	Torts	820-840	Property Rights
422-423	Bankruptcy	861-865	Social Security
440-444	Civil Rights	870-875	Federal Tax Suits
510-550	Prisoner Petitions		

Jurisdiction: -- The basis of jurisdiction that this complaint can be filed at the U.S. District Court.

Cause: -- The U.S. Civil Statute (in Title:Section format) under which the plaintiff files the complaint, as well as a brief description of the statute.

Lead Docket: -- The case docket number of the lead case for associated or joined cases such as multi-district litigation cases (MDL) and associated cases.

Dkt # in other court: -- The case docket number from another court; cases such as Bankruptcy Appeals, Removals from State Courts and transfers from other District Courts.

Case Type: -- The major category (Civil, Criminal, or Miscellaneous) and the sub-category, if any.

[COR LD NTC] -- Stands for "Counsel Of Record", as well as "LeaD" attorney. The "NTC" indicates this person will receive notices for the case. Could also contain PRO SE, indicating a self-represented party.

4/19/88 -- The left hand dates in the event list for the case indicate when each event was filed in the court.

1 -- The sequence numbers which follow the left hand date are unique document numbers for each filing in the case record. If a "--" appears, there is no document for the particular docketed entry.

(eaf) -- The initials of the court staff member who docketed the event.

[Entry date 4/20/88] -- The date the event was electronically entered on the electronic docket; it appears only if the entry date differs from the filing date.

[Edit date 4/25/88] -- The date this event was edited by the court staff.

There may be additional codes or notations at the top right side of each docket page. These local court codes or words represent special case identifiers for court or case management processing.

2.3 Understanding PACER District Court Release

The current version of District Court PACER will allow searches by filing date range, expanded pick lists, and downloading by Kermit protocol.   Except for the main menu, ENTER is not required after menu selections.

Please note: The Case Selection Screen will default to search by case number. Press ENTER with no case number to be placed at the Search Method Selection prompt where you may change to a different search method or exit to the PACER Main Menu.

2.3.1 Searching by Case Number

The new version will initially prompt you with a case searching screen. This screen is used to enter a district court four part case number to start the search for a specific case's docket report. The four part case number consists of divisional office code, filing year, case type code and a sequence number which may be up to five digits long. **Only the year and sequential number are mandatory.** Examples of valid case numbers are as follows: **88- 1347** -or- **1 93 cv 12345**. If you use less than the full four parts in your search and more than one case matches your clues, you will be shown a pick list of cases and you may select the case you want from those listed.

In criminal cases with multiple defendants, there is a separate docket report for each individual defendant plus a combined report for all defendants. If you already know the defendant number of the individual you are interested in, you may enter that number from this screen and bypass the defendant selection step (e.g., **1 95 m 623 3**   -or-   **1:96cr885-3**).

When you enter your search clues and press ENTER you will have one of five outcomes:

1. *Case selected* - You will be prompted as to how to view the docket report.
2. *Case pick list* - You will be given a choice of several cases that   matched your clues.
3. *Defendant pick list* - Your clues matched a multiple defendant criminal case so you will be given a chance to select the defendant you are interested in or all defendants.
4. *Case not found* - Your clues led to no matching stored case number. You will be able to try again from this selection screen.
5. *Case number cannot be interpreted* - Something in the way   you entered the case number is not understood by the program.   You may try again from this selection screen.

2.3.2 Searching by Party Name

At the Search Method Selection Screen type "p" to search by party name. When searching by party name, your result will be one of the five outcomes previously stated except number five which will be "*No matching party found*".

2.3.3 Searching by Filing Date

At the Search Method Selection Screen type "f" to search by filing date. You will be prompted for the *from* date range first, then the *to* date range. The month, day and year may be separated by spaces or slashes (e.g., 2 10 95 or 2-10-95). You may enter month/day/year, month/year or year as your *from* date or *to* date clue. If both a *from* and a *to* date are entered, all cases filed between and including those dates will be sought. If only a *from* date is entered, then only that date is used for the case search. If only a *from* year or a *from* month/year is entered, cases filed during the range of a whole year or a whole month are sought. To retrieve cases filed on a specific date, enter the same *from* and *to* date.

Generally, the narrower the date range for the search, the shorter the pick list will be.   If you do not wish to be scrolling through large numbers of cases in the pick list, you may wish to keep your search

date ranges narrow.

When you enter your search clues and press ENTER your result will be one of the five outcomes previously stated except number five which will be "*Filing date cannot be interpreted.*"

2.3.4 Pick Lists

After a search has been performed a pick list will appear. You may use a standardized set of menu keys to locate the exact defendant you are interested. These keys are the same keys used when searching within the View Docket Report explained later in this document. See **Section 2.3.5 Viewing Docket** below.

2.3.4.1 Case Number and Party Name Pick Lists

The case number pick list appears in order by case number. Party name pick lists will be in alphabetical order. To pick a specific case, use the scroll arrows to place the cursor on the desired case and then press ENTER. If the case you choose is a multiple defendant criminal case, you will then be prompted to select a specific defendant. Otherwise, depending on what is in the database, PACER may display another pick list or the Docket Report Output Menu.

2.3.4.2 Filing Date Pick Lists

When a case filing date search yields more than one case, the Filing Date Case Pick List is displayed. This list is in order by filing date and case number.

2.3.4.3 Defendant Pick Lists

When a criminal case requested has more than one defendant, the Defendant Pick List is displayed. This list is in order by defendant number. Aliases are included in this list and are treated the same way as regular names for selection purposes. Duplicate defendant numbers indicate aliases of the same individual. To pick a specific defendant use the scroll arrows to place the cursor on the desired defendant and then press ENTER.

2.3.5 Viewing Docket

When your docket report has been found by the retrieval system, you will be asked to enter how you wish to handle the report. The following is a brief explanation of the menu's options

View report
This option allows you to scroll through the whole report. It features text searching and function keys to go directly to the beginning or end of the report.
When you choose View report from the Docket Report Output Menu or you are searching for a particular case within a pick list, the following key commands will be available to you:
ESC - Escape will take you back one screen
E - Will take you back to the PACER Main Menu
F - Move forward one screen at a time.
B - Move backward one screen at a time
L - Prompts you for line number to go to
Arrows-Up/Dn - Moves report forward or backward one line.
F1 will search backwards from the point of the cursor
F2 - Prompts you for string search. Once you have input a string to search, *ENTER* will search for the string forward from the point of the cursor, *F3* will clear the string and allow you to input another, and *ESC* returns without searching.

F3 - Moves the cursor to the beginning of the report
F4 - Moves the cursor to the end of the report
View Recent entries

This option gives you a quick display of the last twenty lines of the report. After choosing this option, you will be prompted to turn your capture file on.

View First twenty lines

This option displays the first twenty lines of docket report.

View Both first and last twenty lines

This options displays the first and last twenty lines of the report.

List report non-stop

This option will scroll the entire report across your screen. It may be useful for very short reports or when you are capturing your session to disk storage or printer. After choosing this option, you will be prompted to turn your capture file on.

Download directly to disk file

This option allows you to transmit the docket report file directly to your PC's disk storage.

Mark for later download to disk file

This option allows you to indicate a report file that you wish to download when you are finished searching for docket reports. Report files marked for download will be handled when you exit back to the PACER Main Menu. This option is similar to the Download option above with two exceptions:

1. A name prompt screen will appear for each file marked.

2. All criminal defendant reports marked for download, which are in the same case, will be grouped into one file.

ESCape This option will take you back to the previous pick list or screen.

Exit   This option takes you to the PACER Main Menu.

2.3.6 Downloading

The download menu appears when you:

1. select the **D** option on the Docket Report Output Menu, or

2. when you are exiting to the PACER Main Menu and have indicated that you wish to download previously marked docket reports.

You have the choice of saving the file on your PC's disk with a system default name created from the case number or entering a file name of your own. You may also press ESCAPE and not download the report file.

If more than one criminal defendant report in the same case has been marked for later download, the reports for that case will be grouped together into one file for downloading. If you want separate files for each individual defendant in a criminal case, you must use the **D** option on the Docket Report Output Menu and enter unique names for each report file.

When you see the following message displayed on your screen you must invoke your communications software's command to receive a file:

Saving file as: ************
File transfer protocol: KERMIT
Now invoke your communications software's command to receive a file.

The various communications software packages each have their own special command set.   You will need to be familiar with the communications software you are employing. PACER uses the **Kermit** file transfer protocol for downloading.

3. PACER - U.S. BANKRUPTCY COURTS

3.1   Understanding BANCAP Case Numbers

When first accessing a court, a new user may not be familiar with the two-part bankruptcy case numbers used. All cases opened in a given year have the last two digits of the year as the first part of the case number followed by an ascending sequence number. Some courts have more specific protocols for assigning case numbers. Contact the court for information on court-specific numbering schemes.

3.2   Understanding BANCAP Reports

3.2.1   BANCAP Reports

After connecting to PACER and entering the proper identification (id) and password, a menu will appear listing the type of reports available in this court. The following is a sample[7] menu:

1. Active Cases (basic case info., dockets, & registry of claims)
2. Listing of New Cases
3. Registry of Claims Only, by Claimant Name or Case Number
4. Closed Cases (Archives - basic case information only)
5. (Additional Listings & Services)
6. Exit (logout)

The following is a brief summary of the various options, which are available on the Main Public Access Menu:

1. **Active Cases (Basic Case Info., Dockets & Registry of Claims)**

   Provides options for pending and recently-closed cases, which comprise the BANCAP "LIVE" Data Base, to select by <u>case number</u> or <u>participant name</u> to gather case summary information and/or the last 3 months of case events (i.e., docket proceedings) and/or proofs of claims data.

2. **Listing of New Cases**

   Provides a listing, sorted by case number or by debtor's name, of recently-filed cases, which were opened on the BANCAP "LIVE" or "MEGA" Data Bases on the previous business day. **NOTE: In the [V]iew option, press SPACE BAR to scroll forward.**

3. **Registry of Claims**

   Provides options for pending and recently-closed cases, which comprise the BANCAP "LIVE" Data Base, to select by case number or participant name to gather proofs-of-claims information.

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[7] Information may vary depending on individual courts

4. **Closed Cases (Archives - Basic Case Info. Only)**

    Provides options for cases, closed at least 2 months, which comprise the BANCAP "ARCHIVE" Data Base, to select by case number or participant name to gather case summary information and Federal Records Center information.

5. **Miscellaneous Menu**

    A. **Change Password**

        Provides Pacer users the ability to change their password periodically to insure their logins are secure.

    B. **Session Information**

        Provides a breakdown of the Pacer access sessions for a given period of time.

3.2.2 Sample Active Case Option

The active case option asks three questions (see example below); if docket entries or the registry of claims is to be accessed, respond "y" to the first question about basic case information. These reports were designed to provide concise standard summaries of the official case record; however, not all the case docket entries necessarily appear. The court controls how many months of docket entries are available on PACER. The following is a sample session:

Enter name or number (RETURN to quit)
-> 9030234

Case 90-30234 was last updated on 6/22/90

Would you like case information for 90-30234 (y/n)? y
Would you like to see the docket proceedings (y/n)? y
As of [date], there has been a total of [number] claims entered into the computer for this case.
Would you like to see the registry of claims (y/n) y

4. NIBS - NATIONAL INTEGRATED BANKRUPTCY SYSTEM

4.1   What is NIBS?

NIBS (National Integrated Bankruptcy System) allows outside access to a bankruptcy court's computer system for information retrieval <u>only</u>. The system will provide you with information on bankruptcy or adversary cases. You can also look up claims registers, court calendars, and attorney information. To look up information on a case you must call the office where the case was filed. NIBS[8] and BANCAP PACER provide similar information. A bankruptcy court will provide electronic public access with one but not both.

4.2   Settings

Standard settings for your PC software are: 8 Data bits, No parity, 1 Stop bit, RTS/CTS or NONE for Flow Control and a 9600 Buad or faster modem[9]. The following terminal emulations are acceptable:

1: pcAnywhere IV	11: Falco FAME III	21: Soroc
2: Ampex 230	12: Hazeltine 1500	22: Tektronix
3: ADDS Regent	13: Hewlett-Packard	23: Teleray
4: ADDS Viewpoint	14: IBM 3101	24: Televideo
5: ANSI Standard	15: Kaypro	25: Visual V330 (DG)
6: Beehive 4/78/DMS	16: Kimtron KT-7 PC	26: VT 100/200
7: Dasher D410/D460	17: Link PCTERM	27: Wyse
8: DEC VT-52	18: LSI ADM 3A	28: Zenith Z-19
9: Dig Microsystems	19: Prime PST100	29: Zenith Z-29
10: Esprit III	20: Qume (102/108)	30: ATERM or OnLan PC

4.3   Steps to Getting Access Using NIBS

1. In some NIBS courts you will be asked to enter an additional password first. This password is available from the PACER Service Center.

2. Choose your terminal emulation from the list provided. Enter the number corresponding to the type of terminal, or terminal emulation, you are using and press the <Enter> key. If you use numbers 2 to 29, see the following special key sequences:

ESC	<ESC><ESC>	HOME	<ESC><H>
UP ARROW	<ESC><U>	END	<ESC><E>
DN ARROW	<ESC><D>	PGUP	<ESC><P>
LEFT ARROW	<ESC><L>	PGDN	<ESC><N>
RIGHT ARROW	<ESC><R>		

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[8]   In the <u>Directory of Public Access Services</u>' listing of U.S. Bankruptcy Courts attached to this manual, NIBS courts are designated in the "Additional Court Info" column. Section four of this manual will apply only to those courts designated as NIBS.

[9]   A 2400 baud or faster modem is recommended. If you use a 9600 Baud modem it must be V.32 compatible. For those of you using PC's, we recommend that you use a terminal emulation package, preferably <u>PCANYWHERE IV REMOTE</u>. Procomm, Crosstalk, Smartcom, and Bitcom can be used, they appear to work best in VT100 emulation mode.

Refer to these commands if your communication software package does not support the use of the <ESC>, <PgDn>, <PgUp>, <Arrows>, <Home> or <End> Keys. The only condition is that you will need to reset the <ESC> key usage by your communications package.

3. The welcome screen will now be displayed. After you have read the screen press any key to continue.

4. You are now at the billing information screen, please enter your PACER Service Center ID.

5. You will then be prompted to enter in your assigned password. Please enter your PACER Service Center password and press enter.

6. At this point you have the option to enter in up to 12 characters to describe this session. This information will be included on your billing statement. For instance, you may wish to enter in a case number or name for in house billing. You may also choose to enter in the name of the person accessing the system, for in house tracking of usages.

7. Strike a key and after a few moments, you will be given the NIBS System main menu screen. A typical NIBS Main Menu[10] will be similar to the following:

> A) Search by Case Number
> B) Search by Adversary Number
> C) Search by Party Name
> D) Search by SSN/TAX #
> E) Search for Professional
> F) Judges' Calendar
> G) Change Client ID
> Q) Quit and Log Out

8. Press the letter of the option you would like to use.

4.4   Main Menu Options

4.4.1   Search for Bankruptcy by Case Number

Select the letter from the main menu corresponding to "Search by Case Number". The user will be prompted to type the case number.

When viewing docket entries, the starting item number relates to the first entry to be displayed/printed on the docket. The ending item number relates to the last entry to be displayed/printed on the docket. Any number range can be displayed/printed.

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[10]   Main menu and options available will vary widely from court to court. The manual is based on the Arizona Bankruptcy Court's Brass system.

4.4.2   Search for Adversary by Adversary Number

Select the letter from the main menu corresponding to "Search by Adversary Number". The user will be prompted to type the adversary number.

4.4.3   Search for Bankruptcy or Adversary by Party Name

Select the letter from the main menu corresponding to "Search by Party Name"(you do not need to enter the whole name). Press <Enter>. An alphabetical list of names will appear. Type the letter of the desired case. The following options are available to you from the name listing:

PgUp   View the previous screen of names (alphabetically listed).
PgDn   View the next screen of names (alphabetically listed).
Esc   Will return you to the main menu.

4.4.4   Search for Bankruptcy Party Name by Social Security or Tax ID Number

Select the letter from the main menu corresponding to "Search by Social Security or Tax ID Number". Type the social security or tax id number (you do not need to enter the dashes) and press <Enter>.

If only one match is found, the cover sheet will automatically display. If more than one match is found, you will must choose from the list displayed on the screen.

4.4.5   Search for Attorney/Trustee/Professional Address/Phone

Select the letter from the main menu corresponding to "Search for Professional". Type up to 11 letters of the last name. Press <Enter>. An alphabetical list will be displayed. Use PgUp and PgDn to move alphabetically through the listing.

4.4.6   Display Judges' Calendar

Select the letter from the main menu corresponding to "Judges' Calendar". Type in the initials of the judge and/or the desired date.

4.4.7   Change Client ID

Select the letter from the main menu corresponding to "Change Client ID". A screen will be displayed that will allow the user to change the "client id" during the session without hanging up.

4.4.8   Quit and Log Out

Select the letter from the main menu corresponding to "Exit". Your log in time and log out time as well as the total length of your session will be displayed on the screen.

5. ABBS - APPELLATE BULLETIN BOARD SYSTEM

ABBS is a nationally standard appellate bulletin board designed to bring you current court information electronically. The standard set up for accessing ABBS is as follows: 8 data bits, 1 stop bit, no parity, full duplex with vt100 terminal emulation.

5.1   Selecting Files

You can select a file by entering the corresponding letter(s) from the far left column. To select more than one file on the screen, enter the letters consecutively, i.e. abcd. Ctrl-K at any time for download/viewing options.

5.2   Opinions

Opinions are posted to ABBS the minute they are available to the public. Opinions are available in both ASCII and wordprocessor formats. You can list newly issued opinions, select opinions by case number, search on a specific string of characters or see a list of opinions by case type (Opinions menu). You can also choose to view the long or short descriptions for cases (User Options menu, B opinion Description Toggle).

5.3   Docket Sheets

Docket sheet information is up-to-the-minute. You can see all current information that is available to the public. You can search for a case by case number or the name of any party/attorney in the case. If you have questions about something on the docket sheet or a filing in your case, contact the Clerk's Office of the U.S. Court of Appeals for the circuit which you are accessing.

5.4   Other Information

ABBS also has other information, aside from Opinions and Docket Sheets, that may be of interest to you. Items are available in both ASCII and WordPerfect 5.1 formats, unless otherwise noted. You can view or download all of these items.

The system is available on a 24 hour a day basis, 7 days a week. The only exceptions to this are: 1) while new opinions are being posted; and 2) during system backup.

5.5 Menu Options

The following is a list of menu options available through ABBS:

OPINIONS MENU

A and B   You can batch download all of today's opinions
C and D   You can batch download a group of opinions you select by case number
E   You can see a list of today's opinions and select files you wish to download
F   You can select opinions by case number to download
G   You can see a list of opinions starting from a specified date, or all of the available opinions
H   You can search for a particular set of characters, i.e. Arkansas. REMEMBER, you can only search for words that may appear in the full description of the case if you have toggled to see long descriptions (see User Options.) You can see either Today's Opinions by case type (criminal, civil and prisoner) or see the entire list of opinions by case type.
J   You can download a listing of available opinions. Several lists are available, i.e.long and short descriptions as well as case type.

RECORDS MENU

A   You can select docket sheets by case number to view or download.
B   You can select docket sheets by a range of case numbers to view or download.
C   You can select docket sheets for cases in which you specify a party or attorney name.
D   You can view or download any court notices.
E   You can view or download the Local Rules, Internal Operating Procedures or Plan to Expedite Criminal Appeals
F   You can view or download the current Court calendar.
G   You can view or download any correction to a previously posted opinion, or orders amending an opinion. You can also view or download a document listing current pending rehearing requests and those recently rules upon.
H   You can view or download court reports.
I   You can view or download Supreme Court information.
J   You can view or download the clerk's monthly Clerk's Chronicles and any related material.

USER OPTIONS

A   You can toggle the ansi/vt100 terminal emulation on or off. This toggle will only remain in effect until you log off.
B   You can toggle to view the long case description. This toggle will only remain in effect until you log off.
C   You can toggle to expert mode. You will not be asked to confirm selections by case number, a yes is assumed. This toggle will only remain in effect until you log off.
E   You can leave a comment to the system administrator.
G   You can view the new user message.
H   You can view the initial welcome message.

6. USING PACER, NIBS, ABBS

6.1   Connecting

To use this system, just follow the steps in this checklist.

1. **Set up Equipment** -- Follow the standard startup procedure for your PC. Make sure your modem is turned on and plugged in to your computer and telephone line. The user must communicate at 2400 or faster baud, 8 data bits, one stop bit, and no parity, with a few exceptions; this standard setup may already be the default for system being used.

2. **Dial the Court's Computer Number** -- Use the modem to dial the courts public access system. A login prompt shortly after the connection is made should be received. If the login prompt does not appear after connection, hit the <enter> key or send a break.

3. **Log In** -- Enter the user name and password provided by the PACER Service Center. Logins should be entered in lower case letters.

4. Select a case or menu item as appropriate.

6.2   Getting Answers to Questions

If there are questions about the information the court is providing (how far back does the data go, how long does it take a motion filed to appear on this system, or a question about a docket entry) contact the court directly. If you would like access to a court that you are not currently registered, contact the PACER Service Center to add the court to your current login.

Neither the PACER Service Center nor the court has the resources to provide extensive technical assistance for trouble with a PC communicating[11], or other problems.   Please contact the vendor or local systems technician if basic difficulties are occurring using a terminal or computer equipment.

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[11]   The PACER Service Center offers a <u>Basic Troubleshooting for Public Access</u> pamphlet that covers common technical problems associated with pc communications. Contact the PACER Service Center or download a copy from the bulletin board for a copy.

7. TIPS FOR ELECTRONIC ACCESS

There are a number of ways this public information program can be used to rapidly obtain needed information. Here are some special features and techniques which can save time and effort.

7.1   Case Number Wildcarding

With PACER, the four parts of the case "number" (office, year, type, and number) are not needed; only year and number are required. The system will access the case or cases which match the numbers entered, listing the choices for further selection.

For example, case "88-12345" is desired, you can just type it in to the system that way. If there is more than one case with that year/number (for example, with different office codes, or with different types), each will be listed for further identification.

7.2   Update Review

Tracking several cases with a common participant. If the electronic docket has been retrieved during an earlier session, when accessing the case list (selecting by person), review the "last update" date to see if there is any need for a new docket report. If not, it is not necessary to retrieve a new report.

7.3   Litigant Analysis

This system can be used to learn more about other cases involving the same party. For example, if working on a suit against XYZ Corporation, a search of the corporate name can be done to discover if anyone else is currently involved in a case with the same company.

7.4   Searching By Name

The PACER system will search for a party[12] in many ways. It is helpful though, if the name is requested the same way that it was entered on the computer. Here are some ways to make this easier.

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[12]   Note that attorneys and judges may <u>not</u> be searched using the PACER system. Attorneys may be searched while using the ABBS system.

In any court, there are a number of people who actually enter cases into the computer. Because of this, there can be some variations in how a name actually is entered, and several searches may be necessary to find a party of interest. For example, the United States Air Force could be entered in several ways[13]:

- United States Air Force
- U.S. Air Force
- U.S.A.F.
- Air Force

7.5   Common Names

It is possible to look up a case with PACER using any of the parties in the case. However, names which represent very active litigants (such as "USA") are not a very good choice to search with. If using a party who is in too many cases, the system will spend a minute or two searching, and eventually state that too many cases were selected.

The solution is to use a more unique litigant to find the case of interest. If, for example, accessing a case of John Q. Watchburg vs. USA, do the search on the name "Watchburg" rather than on the too common "USA".

7.6   Hanging Up the Phone Connection

Please remember that your equipment is responsible for closing the communications with the PACER system when you are through using it. In some PC environments, such as Windows, it is possible to go from one project to another without hanging up a COM line connection. If you do switch to another activity and the PACER system encounters some problem, your phone line could still be engaged. If this were a toll call, the "meter" might stay running on your call long after you thought your session was complete. Please be sure that at the end of each session you go back to the main menu and choose the logoff option then hang up the line on your end.

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[13]   Because PACER is not case sensitive, the use of capitals or lower-case letters is possible.

DIRECTORY OF ELECTRONIC PUBLIC ACCESS SERVICES
to
Automated Information in the United States Federal Courts
Revised: September 15, 1998

Directory available on the Internet: http://www.uscourts.gov/PubAccess.html

The federal judiciary has offered various electronic public access services to federal court information for many years. These services continue to receive strong endorsements and have generated ever increasing demand -- more than seven million calls per year-- both from within the legal community and from other interested parties (viz., federal and state agencies, business and non-profit organizations, the press, and the public in general). These services permit the public to gain direct, rapid, and easy access to official court information and records from outside the courthouse. To date, the following services are being offered:

U.S. Supreme Court Electronic Bulletin Board System: Provides on-line access to the Court's automated docket, argument calendar, order lists, slip opinions, rules, bar admission forms and instructions, Court tour information, special notices and general information. The automated docket posted on the BBS is current as of the preceding business day. Slip opinions (the second version of an opinion which is issued in pamphlet form a few days after release of the Court's bench opinion, the opinion released immediately after an opinion is announced in open Court) and orders are posted within a few days after their release. This BBS contains opinions issued during October Terms 1993, 1994, and 1995. Access to the BBS is presently provided at no cost.

U.S. Supreme Court Clerk's Automated Response Systems (CARS): Permits caller using a standard touch-tone telephone to obtain the status of cases on the U.S. Supreme Court automated docket from an automated voice synthesizer response system. Recording tells callers to press "1" for case information, "2" for Bar admission information, or "4" to speak to a clerk. For best results, callers should have the Supreme Court docket number available when making an inquiry. The case name can also be used. Access to the CARS is currently provided at no cost.

ABBS (Appellate Bulletin Board System): All federal circuit courts now offer public users electronic access to appellate court decisions (slip opinions) and other court information such as court oral argument calendars, case dockets, local court rules, notices and reports, and press releases. Most appellate courts have upgraded their systems and offer both slip opinions and case dockets on the same public access computer. Information on these systems can be viewed on-line or downloaded into a user's computer. In accordance with Judicial Conference policy, most circuits charge the $.60 per minute access fee for this service.

Persons desiring to use this service must first register with the PACER Service Center at 1-800 676-6856. The federal courts continue to upgrade equipment and expand data retrieval options and reports. In addition, more jurisdictions will be offering 800 lines in order to eliminate long distance toll charges. Each court controls its own computer system and case information database; therefore, there are some variations among jurisdictions as to the information offered.

PACER (Public Access to Court Electronic Records): PACER allows any user with a personal computer or word processor to dial-in to a district or bankruptcy court computer and retrieve official electronic case information and court dockets usually in less than a minute. In accordance with Judicial Conference policy, most courts charge a $.60 per minute access fee for this service. District PACER and BANCAP PACER each offer information in a different manner. Some courts have a locally-developed public access systems. These are referred to as NIBS or JAMS courts.

Persons desiring to use this service must first register with the PACER Service Center at 1-800 676-6856. The federal courts continue to upgrade equipment and expand data retrieval options and reports. In addition, more jurisdictions will be offering 800 lines in order to eliminate long distance toll charges. Each court controls its own computer system and case information database; therefore, there are some variations among jurisdictions as to the information offered.

The **U.S. Party/Case Index** is a national index for U.S. district, bankruptcy, and appellate courts. This index allows searches to determine whether or not a party is involved in federal litigation almost anywhere in the nation. The U.S. Party/Case Index provides the capability to perform national or regional searches on party name and social security number in the bankruptcy index, party name and nature of suit in the civil index, and party name in the criminal and appellate indices. The search will provide a list of case numbers, filing locations and filing dates for those cases matching the search criteria. You may access the U.S. Party/Case Index by dialup connection. The toll free modem number is (800) 974-8896. The local number is (210) 301-6499 if you reside in the San Antonio calling area. You will need to emulate a vt100 terminal with N/8/1 as the settings. For more information on the U.S. Party/Case Index, please contact the PACER Service Center at 1-800-676-6856.
In accordance with Judicial Conference policy, most courts charge a $.60 per minute access fee for this service. Persons desiring to use this service must first register with the PACER Service Center at 1-800 676-6856.

ECF (Electronic Case Files) Service: ECF is a judiciary-developed prototype service offering Internet access to official case records in nine federal courts. This service initially introduced in January, 1996 enables participating attorneys and litigants to electronically submit pleadings and corresponding docket entries to the court via the Internet thereby eliminating substantial paper handling and processing time. ECF permits any interested parties to instantaneously access the entire official case docket and documents on the Internet of selective civil and bankruptcy cases within these jurisdictions. The following four U.S. district courts (Western District of Missouri, Eastern District of New York, Northern District of Ohio, and District of Oregon) and five U.S. bankruptcy courts (District of Arizona, Southern District of California, Northern District of Georgia, Southern District of New York, Eastern District of Virginia) are participating in the development and evaluation of the prototype service. Access to this service is currently available at no charge; however, the Judicial Conference may impose user fees in the future. To

view an ECF service, go to URL: www.nysb.uscourts.gov and select the Public case information option. For more information, please contact Michael Greenwood at the Administrative Office of the U.S. Courts (202 273-2748; e-mail: greenwoo@teo.uscourts.gov).

The **PACER Service Center Electronic Bulletin Board** has been established by the federal court's centralized registration and billing service in San Antonio, Texas. This service is available at no charge (1-800-214-0847), and allows registrants to dial in 24 hours a day, 7 days a week. To access the BBS your PC software should be set for 8 bits, no parity, 1 stop bit and RTS/CTS or NONE for flow control using 2400-baud modems or faster; 9600 baud modems must be V.32 compatible. The service: (a) provides an updated listing of courts serviced by the PACER Service Center, (b) automatically registers users for additional courts and changes passwords, (c) reviews the users billing history for all courts, (d) provides user manuals and status reports on each court's PACER system (e.g., courts with computer disruptions or other technical problems), and (e) allows users to leave messages and comments for PACER Service Center personnel.

VCIS (Voice Case Information System) and AVIS (Appellate Voice Information System): VCIS and AVIS use an automated voice response system to read a limited amount of bankruptcy or appellate case information directly from the court's database in response to Touch-Tone telephone inquiries. Access to the VCIS and the AVIS is currently offered at no cost.

Additional Background Information

Public access services provide the greatest benefits to the public and to the court only if they are widely known. Please reproduce and distribute this document to any potential end-users interested in these time-saving court services. Please report errors or updates to the PACER Service Center at 1-800-676-6856.

For information on the Supreme Court systems please contact John Middleton at 202-479-2938.

If you would like additional information about policies, plans, or fees, or general user questions please contact: Joann Howard Swanson, EPA Program Manager, Administrative Office of the U.S. Courts, Office of Court Programs (202) 273-1500 (e-mail address: Joann_Swanson@ao.uscourts.gov).

If you need technical assistance contact the PACER Service Center at 1-800-676-6856 (e-mail pacer@aottsd.uscourts.gov).

U.S. SUPREME COURT (as of 9/15/98)

U.S. Supreme Court (Opinions & Dockets)   (202) 554-2570
U.S. Supreme Court (CARS) Touch-tone Telephone   (202) 479-3034
No charge for access at this time

U.S. CIRCUIT COURTS OF APPEAL (as of 9/15/98)
ABBS

There is a $0.60 per minute of connect time access fee associated with this system (effective 4/1/96).
There is no charge for registration (800 676-6856).

Courts of Appeal	Local Telephone Number	Toll Free Telephone Number	Additional Information
1st Circuit	(617) 748-4640	(877) 808-2001	Opinions & Dockets
2nd Circuit	(212) 857-8650		Opinions & Dockets
3rd Circuit	(215) 597-1873	(800) 789-7879	Opinions & Dockets
4th Circuit	(804) 771-2028	(800) 313-8674	Opinions & Dockets
5th Circuit			Opinions are available on the Internet.
6th Circuit	(513) 684-2842 (513) 684-2953		Opinions & Dockets ; you will be prompted for a password and/or identification; respond by typing (in lower case letters) bbs.
7th Circuit	(312) 408-5176 (312) 435-5850		Opinions & Dockets ; you will be prompted for a password and/or identification; respond by typing (in lower case letters) bbs.
8th Circuit	(314) 539-3576	(800) 652-8671	Opinions & Dockets
9th Circuit	(415) 556-9020	(800) 447-2775	Opinions & Dockets
10th Circuit	(303) 844-5682	(800) 279-9107	Opinions & Dockets

Courts of Appeal	Local Telephone Number	Toll Free Telephone Number	Additional Information
11th Circuit			Opinions; you will be prompted for a password and/or identification; respond by typing (in lower case letters) bbs; available on the Internet http://www.ca11.uscourts.gov
D. C. Circuit	(202) 219-9600	(800) 426-3231	Opinions & Dockets
Federal Circuit	(202) 786-6584 　(202) 633-6550 (202) 633-6593 (202) 633-9608		Opinions; you will be prompted for a password and/or identification; respond by typing (in lower case letters) bbs

U.S. DISTRICT COURTS (as of 9/15/98)
PACER: PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

There is a $0.60 per minute of connect time access fee associated with this system (effective 4/1/96). There is no charge for registration (800 676-6856).

District Court	Local Telephone Number	Toll Free Telephone Number	Additional Information
Alaska	(907) 271-6212	(888) 271-6212	
Alabama-Middle	(334) 223-7023		
Alabama-Northern	(205) 731-3502		
Alabama-Southern	(334) 694-4672	(800) 622-9392	
Arizona	(602) 514-7113	(888) 372-5707	
Arkansas-Eastern	(501) 324-6190	(800) 371-8842	
Arkansas-Western	(501) 783-3538		Contact (501) 783-6833 to register.
California-Central	(213) 894-3625	(800) 263-9358	
California-Eastern	(916) 498-6567	(800) 530-7682	
California-Northern	(415) 522-2144	(888) 877-5883	
California-Southern	(619) 557-7138	(888) 241-9760	
Colorado	(303) 844-3454	(888) 481-7027	
Connecticut	(203) 773-2451	(800) 292-0658	
Delaware	(302) 573-6651	(888) 793-9488	
District of Columbia	(202) 273-0606	(888) 253-6878	
Florida-Middle	(904) 232-2566	(888) 815-8701	
Florida-Northern	(850) 942-8898	(800) 844-0479	
Florida-Southern	(305) 536-7265	(800) 372-8846	
Georgia-Middle	(912) 752-8170	(888) 234-3839	
Georgia-Northern	(404) 730-9668	(800) 801-6932	
Georgia-Southern	(912) 650-4046	(800) 801-6934	
Hawaii	(808) 541-1179		
Idaho	(208) 334-9590		Contact (208) 334-9342 to register.
Illinois-Central	(217) 492-4997	(800) 258-3678	

District Court	Local Telephone Number	Toll Free Telephone Number	Additional Information
Illinois-Northern	(312) 408-7777	(800) 621-7029	
Illinois-Southern	(618) 482-9430	(800) 426-7523	
Indiana-Northern	(219) 246-8200	(800) 371-8843	
Indiana-Southern			Contact (317) 226-7425 to register.
Iowa-Northern	(319) 362-3256	(888) 845-4528	
Iowa-Southern	(515) 284-6475		
Kansas	(913) 551-6556	(800) 898-3078	
Kentucky-Eastern	(606) 233-2787	(800) 361-0442	
Kentucky-Western	(502) 582-5495		
Louisiana-Eastern	(504) 589-6714	(888) 257-1175	
Louisiana-Middle	(504) 389-3547	(800) 616-8757	
Louisiana-Western	(318) 676-3958	(888) 263-2679	
Maine	(207) 780-3392	(800) 260-9774	
Maryland	(410) 962-1812	(800) 241-2259	
Massachusetts	(617) 223-4294	(888) 399-4639	
Michigan-Eastern	(313) 234-5376	(800) 229-8015	
Michigan-Western	(616) 732-2765	(800) 547-6398	
Minnesota	(612) 664-5170	(800) 818-8761	
Mississippi-Northern	(601) 236-4706	(888) 227-0558	
Mississippi-Southern	(601) 965-5141	(800) 839-6425	
Missouri-Eastern	(314) 539-3857	(800) 533-8105	
Missouri-Western	(816) 512-5115	(888) 205-2526	
Montana	(406) 452-9851	(800) 305-5235	
Nebraska	(402) 221-4797	(800) 252-9724	
Nevada			Not available.
New Hampshire	(603) 226-7737	(800) 361-7205	
New Jersey	(609) 989-0590	(888) 297-9938	
New Mexico	(505) 248-8031	(800) 248-1742	

District Court	Local Telephone Number	Toll Free Telephone Number	Additional Information
New York-Eastern	(718) 250-4420	(888) 331-4965	
New York-Northern	(315) 448-0537	(800) 480-7525	
New York-Southern	(212) 805-6373		
New York-Western	(716) 551-3333		
North Carolina-Eastern	(919) 856-4768	(800) 995-0313	
North Carolina-Middle	(336) 332-6010	(800) 372-8820	
North Carolina-Western	(704) 350-7426	(888) 509-2865	
North Dakota	(701) 250-4283	(800) 407-4453	
Ohio-Northern	(216) 522-3669	(800) 673-4409	
Ohio-Southern	(614) 469-6990	(800) 710-4939	
Oklahoma-Eastern	(918) 687-2625		
Oklahoma-Northern	(918) 699-4742	(888) 881-0574	
Oklahoma-Western	(405) 231-4531	(888) 699-7068	
Oregon	(503) 326-8904		
Pennsylvania-Eastern	(215) 597-0258		Contact (215) 597-5710 to register.
Pennsylvania-Middle	(717) 347-8286	(800) 658-8381	
Pennsylvania-Western	(412) 644-6374	(800) 770-4745	
Puerto Rico	(787) 766-5774	(800) 517-2441	
Rhode Island	(401) 528-5145	(888) 421-6861	
South Carolina	(803) 765-5871	(800) 831-6162	
South Dakota	(605) 338-8193		
Tennessee-Eastern	(423) 545-4647	(800) 869-1265	
Tennessee-Middle	(615) 736-7164	(800) 458-2994	
Tennessee-Western	(901) 495-1259	(800) 407-4456	
Texas-Eastern	(903) 590-1104	(888) 837-7816	
Texas-Northern	(214) 753-2449	(800) 684-2393	
Texas-Southern	(713) 250-5046	(800) 998-9037	

District Court	Local Telephone Number	Toll Free Telephone Number	Additional Information
Texas-Western	(210) 472-5256	(888) 869-6365	
Utah	(801) 524-4221	(800) 314-3423	
Virgin Islands	(340) 777-8614		Additional password 'jams'
Virginia-Eastern	(703) 299-2158	(800) 852-5186	
Virginia-Western	(540) 857-2288 (540) 857-2290	(888) 279-7848	
Vermont	(802) 951-6623	(800) 263-9396	
Washington-Eastern	(509) 353-2395	(888) 372-5706	
Washington-Western	(206) 553-2288	(800) 520-8604	
West Virginia-Northern	(304) 233-7424	(888) 513-7959	
West Virginia - Southern	(304) 347-5681	(800) 650-2141	
Wisconsin-Eastern			Not available.
Wisconsin-Western	(608) 264-5914	(800) 372-8791	JAMS court.
Wyoming	(307) 772-2808	(888) 417-3560	
Court of Federal Claims	(202) 219-4734	(800) 369-8477	

U.S. BANKRUPTCY COURTS (as of 9/15/98)
PACER: PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

There is a $0.60 per minute of connect time access fee associated with this system (effective 4/1/96). There is no charge for registration (800 676-6856).

Bankruptcy Court	Local Telephone Number	Toll Free Telephone Number	Additional Information
Alabama-Middle	(334) 223-7486	(888) 247-9272	NIBS court. PC Anywhere Version 4 software or its equivalent is strongly recommended.
Alabama-Northern Birmingham	(205) 731-3746 (205) 731-3749	(800) 689-7621	NIBS court. PC Anywhere Version 4 software or its equivalent is suggested.
Anniston	(205) 238-0456	(800) 689-7645	
Decatur	(205) 355-2349	(800) 362-9279	
Tuscaloosa	(205) 758-1309	(800) 686-5824	
Alabama-Southern	(334) 441-5638		
Alaska	(907) 271-2695 (907) 271-2699		
Arizona Phoenix	(602) 640-5832	(800) 556-9230	NIBS court. PC Anywhere Version 4 software or its equivalent is suggested.
Tucson	(520) 620-7470	(800) 556-9224	
Yuma	(520) 783-9535	(800) 556-9227	Additional password 'bkc'
Arkansas	(501) 918-5565	(800) 891-6572	

Bankruptcy Court	Local Telephone Number	Toll Free Telephone Number	Additional Information
California-Central 　Los Angeles*	(213) 894-6199	(800) 257-3887	*New service called webPACER. For more information see http://www.cacb.uscourts.gov or contact the PACER Service Center
Santa Ana**	(714) 836-2281	(888) 819-0232	**NIBS court.　PC Anywhere Version 4 software or its equivalent is suggested.
San Fernando**	(818) 587-2932	(800) 838-2479	
Santa Barbara**	(805) 844-4806	(888) 819-0231	
Riverside***	(909) 276-2914	(888) 819-0233	***BANCAP PACER. Any communications package set at N/8/1.
California-Eastern	(916) 498-5530	(800) 990-8897	
California-Northern	(415) 705-3148	(888) 773-8548	
California-Southern	(619) 557-6875	(800) 870-9972	
Colorado	(303) 844-0263	(888) 213-4715	
Connecticut	(860) 240-3570 (860) 240-3572		
Delaware	(302) 573-6243	(800) 249-9857	NIBS court.　PC Anywhere Version 4 software or its equivalent is suggested.
District of Columbia	(202) 273-0630 (202) 273-0642	(888) 289-2414	
Florida-Middle 　Jacksonville	(904) 232-1311		NIBS court.　PC Anywhere Version 4 software or its equivalent is strongly recommended.
Orlando	(407) 648-6212		
Tampa	(813) 301-5206		
Florida-Northern 　Tallahassee	(904) 942-8815	(888) 765-1752	NIBS court.　PC Anywhere Version 4 software or its equivalent is strongly recommended.
Pensacola	(850) 444-0189	(888) 765-1751	

Bankruptcy Court	Local Telephone Number	Toll Free Telephone Number	Additional Information
Florida-Southern	(305) 536-7492 (305) 536-7496	(888) 443-0081	
Georgia-Northern	(404) 730-3264	(800) 436-8395	
Georgia-Middle	(912) 752-3551	(800) 546-7343	

Georgia-Southern
  Savannah
 	
    Augusta
	
	(912) 650-4190
	
	(706) 722-9776
		
		(800) 891-9583
		
		(800) 295-8679
			NIBS court. PC Anywhere Version 4 software or its equivalent is suggested.

Hawaii	(808) 522-8118		NIBS court. PC Anywhere Version 4 software or its equivalent is suggested. Additional password 'pals'
Idaho	(208) 334-9895		Contact (208) 334-9342 to register.
Illinois-Central	(217) 492-4260	(800) 454-9893	

Illinois-Northern
  Chicago
 	
    Rockford
	
	(312) 408-5101
	
	(815) 987-4489
	(815) 987-4490
			NIBS court. PC Anywhere Version 4 software or its equivalent is suggested.
			Additional password 'query'

Illinois-Southern	(618) 482-9114 (618) 482-9116	(800) 933-9148	
Indiana-Northern	(219) 236-8199		
Indiana-Southern	(317) 226-5146		Contact (317) 229-3800 to register. Requires Carbon Copy Plus software.
Iowa-Northern	(319) 286-2287	(800) 220-5534	
Iowa-Southern	(515) 284-6466	(800) 597-5917	
Kansas	(316) 269-6258	(800) 613-7052	
Kentucky-Eastern	(606) 233-2777	(800) 497-2777	
Kentucky-Western	(502) 625-7388	(800) 263-9389	
Louisiana-Eastern	(504) 589-6761	(800) 743-2464	
Louisiana-Middle	(504) 382-2176	(877) 714-5789	

Bankruptcy Court	Local Telephone Number	Toll Free Telephone Number	Additional Information
Louisiana-Western	(318) 676-4235	(888) 523-1976	
Maine	(207) 780-3268 (207) 780-3269	(800) 733-8797	
Maryland	(410) 962-3211	(800) 927-0474	
Massachusetts	(617) 565-6021 (617) 565-6023 (617) 565-7593	(888) 201-3571	
Michigan-Eastern	(313) 961-4934	(800) 498-5061	
Michigan-Western	(616) 732-2739	(800) 526-0342	
Minnesota	(612) 664-5325		
Mississippi-Northern	(601) 369-9805 (601) 369-9854	(888) 372-5709	
Mississippi-Southern	(601) 965-6103	(800) 223-1078	NIBS court. PC Anywhere Version 4 software or its equivalent is strongly recommended.
Missouri-Eastern	(314) 425-6935	(888) 577-1668	
Missouri-Western	(816) 512-5115	(888) 205-2526	
Montana	(406) 782-1051	(800) 716-4305	NIBS court. PC Anywhere Version 4 software or its equivalent is suggested.
Nebraska	(402) 221-4882	(800) 788-0656	
Nevada	(702) 388-6920		
New Hampshire	(603) 666-7923	(800) 610-9325	
New Jersey	(973) 645-3555	(800) 253-1597	
New Mexico	(505) 248-6518	(888) 821-8813	
New York-Eastern	(718) 488-7012	(800) 263-7790	
New York-Northern	(518) 431-0175	(800) 390-8432	
New York-Southern	(212) 668-2896 (212) 668-2899		
New York-Western	(716) 551-3152 (716) 551-3155	(800) 450-8052	

Bankruptcy Court	Local Telephone Number	Toll Free Telephone Number	Additional Information

North Carolina-Eastern
  Raleigh
 	
  Wilson
	
	(919) 243-1766
		(800) 565-2105
		
		(800) 564-2104
			NIBS court. PC Anywhere Version 4 software or its equivalent is suggested.

North Carolina-Middle	(336) 333-5389	(800) 417-3571	
North Carolina-Western	(704) 350-7509	(800) 324-5614	
North Dakota	(701) 297-7164	(800) 810-4092	
Ohio-Northern	(330) 489-4779	(800) 579-5735	
Ohio-Southern	(937) 225-7561	(800) 793-7003	
Oklahoma-Eastern	(918) 756-4812		
Oklahoma-Northern	(918) 581-7713	(800) 790-0860	NIBS court. PC Anywhere Version 4 software or its equivalent is suggested. Additional password 'public'
Oklahoma-Western	(405) 231-5064 (405) 231-5065		
Oregon	(503) 326-5650	(800) 610-9315	
Pennsylvania-Eastern	(215) 597-3501	(888) 381-2921	

Pennsylvania-Middle
  Harrisburg
 	
  Wilkes-Barre
	
	(717) 901-2835
	
	(717) 821-4033
		
		(800) 882-6899
		
		(800) 640-3037
			NIBS court. PC Anywhere Version 4 software or its equivalent is suggested.
			Additional password 'gildea'

Pennsylvania-Western	(412) 355-2588	(800) 795-2829	
Puerto Rico	(809) 766-6579	(800) 792-8338	NIBS court. PC Anywhere Version 4 software or its equivalent is suggested.
Rhode Island	(401) 528-4062	(800) 610-9310	
South Carolina	(803) 765-5965	(800) 410-2988	
South Dakota	(605) 330-4342	(800) 261-3167	
Tennessee-Eastern	(423) 752-5136	(888) 833-9512	
Tennessee-Middle	(615) 254-5290		Contact (615) 736-5577 to register.

Bankruptcy Court	Local Telephone Number	Toll Free Telephone Number	Additional Information
Tennessee-Western	(901) 544-4336	(800) 406-0190	
Texas-Eastern	(903) 590-1220	(800) 466-1681	
Texas-Northern	(214) 753-2134	(888) 225-1738	
Texas-Southern	(713) 250-5046	(800) 998-9037	
Texas-Western	(210) 472-6262	(888) 372-5708	
Utah	(801) 524-5760	(800) 718-1188	
Virgin Islands	(340) 777-8614		NIBS court. PC Anywhere Version 4 software or its equivalent is suggested. Additional password 'bkc'
Vermont	(802) 747-7633	(800) 260-9968	

Virginia-Eastern
  Richmond
 	
  Alexandria
 	
  Newport News
 	
  Norfolk
	
	(804) 771-2575
	
	(703) 557-6272
	
	(757) 595-1365
	
	(804) 441-3663
		
		(800) 890-2829
		
		(800) 890-2858
		
		(800) 890-2785
		
		(800) 890-2954
			NIBS court. PC Anywhere Version 4 software or its equivalent is suggested.
			Additional passwords: Richmond - 'edvari'
			Alexandria - 'edvaal'
			Newport - 'edvann'
			Norfolk - 'edvanf'

Virginia-Western
  Roanoke
 	
  Harrisonburg
 	
  Lynchburg
	
	(540) 857-2319
	
	(540) 434-8373
	
	(804) 528-9003
		
		(800) 249-9839
		
		(800) 248-0329
		
		(800) 248-2469
			NIBS court. PC Anywhere Version 4 software or its equivalent is suggested.

Washington-Eastern	(509) 353-3289	(800) 314-3430	NIBS court. PC Anywhere Version 4 software or its equivalent is strongly recommended.
Washington-Western	(206) 553-0060 (206) 553-0064 (206) 553-6127	(800) 704-4492	
West Virginia-Northern	(304) 233-2871	(800) 809-3016	
West Virginia-Southern	(304) 347-5678		
Wisconsin-Eastern	(414) 297-1400		

Bankruptcy Court	Local Telephone Number	Toll Free Telephone Number	Additional Information
Wisconsin-Western	(608) 264-5630	(800) 373-8708	
Wyoming	(307) 772-2036	(888) 804-5536	

AVIS: APPELLATE VOICE INFORMATION SYSTEM (as of 9/15/98)

There is no access fee associated with this service.

Courts of Appeal	Local Telephone Number	Toll Free Telephone Number
1st Circuit	(617) 223-4713	
2nd Circuit	(212) 791-8016	
4th Circuit	(804) 771-2084	(800) 362-7992
5th Circuit	(504) 589-6514	
DC Circuit	(202) 273-0926	(800) 552-8621

VCIS: VOICE CASE INFORMATION SYSTEM (as of 9/15/98)

There is no access fee associated with this service.

Bankruptcy Court	Local Telephone Number	Toll Free Telephone Number
Alabama-Middle		
Alabama-Northern		
Alabama-Southern	(334) 441-5637	
Alaska	(907) 271-2658	

Arizona
  Phoenix
 	
  Tucson
	(602) 640-5820
	
	(520) 620-7475	

Arkansas	(501) 918-5555	(800) 891-6741

California-Central
  Los Angeles
 	
  Santa Ana
 	
  San Fernando
 	
  Santa Barbara
 	
  Riverdale
	(213) 894-4111
	
	(714) 836-2278
	
	(818) 587-2936
	
	(805) 884-4805
	
	(909) 774-1150	

California-Eastern	(916) 551-2989	(800) 736-0158

California-Northern
  San Francisco
 	
  San Jose
	(415) 705-3160	(800) 570-9819
		
		(800) 457-0604

California-Southern	(619) 557-6521	
Colorado	(303) 844-0267	
Connecticut	(860) 240-3345	(800) 800-5113
Delaware	(302) 573-6233	(888) 667-5530
District of Columbia	(202) 273-0048	

Bankruptcy Court	Local Telephone Number	Toll Free Telephone Number
Florida-Middle Jacksonville	(904) 232-1313	
Orlando	(407) 648-6800	
Tampa	(813) 243-5210	
Florida-Northern		
Florida-Southern	(305) 536-5979	(800) 473-0226
Georgia-Northern	(404) 730-2866 (404) 730-2867	
Georgia-Middle	(912) 752-8183	

Georgia-Southern
   Savannah
 	
   Augusta		

Hawaii		
Idaho	(208) 334-9386	
Illinois-Central	(217) 492-4550	(800) 827-9005

Illinois-Northern
   Chicago
 	
   Rockford
	(312) 408-5089
	
	(815) 987-4487	

Illinois-Southern	(618) 482-9365	(800) 726-5622
Indiana-Northern	(219) 236-8814	(800) 755-8393
Indiana-Southern		(800) 335-8003
Iowa-Northern	(319) 362-9906	(800) 249-9859
Iowa-Southern	(515) 284-6427	(800) 597-5917
Kansas	(316) 269-6668	(800) 827-9028
Kentucky-Eastern	(606) 233-2657	(800) 998-2650
Kentucky-Western	(502) 625-7391	(800) 263-9385
Louisiana-Eastern	(504) 589-7879	
Louisiana-Middle	(504) 382-2175	

Bankruptcy Court	Local Telephone Number	Toll Free Telephone Number
Louisiana-Western	(318) 676-4234	(800) 326-4026
Maine	(207) 780-3755	(888) 201-3572
Maryland	(410) 962-0733	
Massachusetts	(617) 565-6025	
Michigan-Eastern	(313) 961-4940	
Michigan-Western	(616) 456-2075	
Minnesota	(612) 664-5302	(800) 959-9002
Mississippi-Northern	(601) 369-8147	
Mississippi-Southern 　Biloxi 　Jackson	(601) 435-2905 (601) 965-6106	(800) 293-2723 (800) 601-8859
Missouri-Eastern	(314) 425-4054	
Missouri-Western	(816) 842-7985 (816) 426-5822	
Montana	(406) 782-1060	
Nebraska	(402) 221-3757	(800) 829-0112
Nevada	(702) 388-6708	(800) 314-3436
New Hampshire	(603) 666-7424	(800) 851-8954
New Jersey	(201) 645-6044 (201) 645-6045	
New Mexico	(505) 248-6536	(888) 435-7822
New York-Eastern	(718) 852-5726	(800) 252-2537
New York-Northern		(800) 206-1952
New York-Southern	(212) 668-2772	
New York-Western	(716) 551-5311	(800) 776-9578
North Carolina-Eastern	(919) 234-7655	
North Carolina-Middle	(910) 333-5532	
North Carolina-Western	(704) 344-6311	
North Dakota	(701) 297-7166	

Bankruptcy Court	Local Telephone Number	Toll Free Telephone Number
Ohio-Northern	(330) 489-4731	(800) 898-6899
Ohio-Southern 　Dayton, Cincinnati 　Columbus	(513) 225-2544 (513) 225-2562	(800) 726-1004 (800) 726-1006
Oklahoma-Eastern	(918) 756-8617	
Oklahoma-Northern		
Oklahoma-Western	(405) 231-4768	(800) 872-1348
Oregon	(503) 326-2249	(800) 726-2227
Pennsylvania-Eastern	(215) 597-2244	
Pennsylvania-Middle		
Pennsylvania-Western	(412) 355-3210	
Puerto Rico		
Rhode Island	(401) 528-4476	(800) 843-2841
South Carolina	(803) 765-5211	(800) 669-8767
South Dakota	(605) 330-4559	(800) 768-6218
Tennessee-Eastern	(423) 752-5272	(800) 767-1512
Tennessee-Middle		
Tennessee-Western	(901) 544-4325	(888) 381-4961
Texas-Eastern	(903) 590-1217	
Texas-Northern	(214) 767-8092 (214) 767-4200	(800) 886-9008
Texas-Southern	(713) 250-5049	(800) 745-4459
Texas-Western	(210) 472-4023	
Utah	(801) 524-3107	(800) 733-6740
Virgin Islands		
Vermont	(802) 747-7627	(800) 260-9956
Virginia-Eastern	(804) 771-2736	(800) 326-5879
Virginia-Western		
Washington-Eastern	(509) 353-2404	

Bankruptcy Court	Local Telephone Number	Toll Free Telephone Number
Washington-Western	(206) 553-8543 (206) 553-6504	(888) 436-7477
West Virginia-Northern	(304) 233-7318	
West Virginia-Southern	(304) 347-5337	
Wisconsin-Eastern	(414) 297-3583	
Wisconsin-Western		(800) 743-8247
Wyoming		